




Reassignment  
141456472

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION		2. POSITION NUMBER LA 00057	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position N's Flyshed for GS301, TS-34, 1/79; AAGEG, TS-28, 8/90					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Administrative Specialist	GS	0301	13	
4. Supervisor's Recommendation	Administrative Specialist	GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Yvonne Christopher			
7. ORGANIZATION (Give complete organizational breakdown)		e. Immediate Office			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Air & Radiation		g.			
c. Office of Transportation & Air Quality		h. Employing Office Location Ann Arbor, MI			
d. Transportation & Climate Division		i. Organization Code LCC00000 64051009			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Julie Henning, Associate Director, TCD			d. Typed Name and Title of Second-Level Supervisor Karl Simon, Director, TCD		
b. Signature 		c. Date 8-14-14	e. Signature 		f. Date 8-14-14
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 7/8/14
11. REMARKS					

**OAR; OTAQ; TCD; IO**  
**Administrative Specialist, GS-301-13**

## **INTRODUCTION**

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Transportation and Climate Division (TCD), Immediate Office (IO). It is physically located in Ann Arbor, Michigan.

OTAQ conducts the Federal government's principal programs to control air pollution from motor vehicles. The Office's primary responsibilities include developing national regulatory programs to reduce mobile source related air pollution; evaluating emission control technology; testing vehicles, engines and fuels; and determining compliance with Federal emissions and fuel economy standards. Its subordinate divisions are individually responsible for providing these services through a variety of testing, monitoring, research, and certification of vehicles, engines, and fuels, and by developing rules, regulations and standards for the various emission reduction, control and enforcement acts.

TCD is responsible for coordinating OTAQ's strategic climate programs; implementing programs required by the Clean Air Act to be included in State Implementation Plans addressing the impact on air quality of in-use vehicles and transportation systems; implementing programs and distributing Congressional funding to address criteria and GHG emissions from vehicles in the U.S. legacy fleet; assisting our nation's ports to promote sustainability, healthier air, and reduced climate emissions; and analyzing regulations and national policy issues concerning vehicles and fuels pathways. TCD is divided geographically between two locations: the National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, Michigan, and EPA Headquarters in Washington, D.C.

## **DUTIES & RESPONSIBILITIES**

The Administrative Specialist develops, implements, and manages systems and processes in support of Division work. The Specialist is responsible for daily administrative duties of the Division, focusing on the staff functions of purchasing, travel, timekeeping, budget, and general administration. The Specialist also is responsible for administrative aspects of TCD line functions such as grants, contracts, and stakeholder coordination. In support of these responsibilities, the Specialist performs the following major duties:

### **Staff functions:**

- Apply and implement Agency policies regarding the proper execution of Division administrative functions; this includes modifying existing procedures, developing new procedures as necessary, and communicating deficiencies or issues to Division management.
- Assist the Division budget officer with creating or evaluating spending reports, identifying discrepancies, and handling external budgetary estimate requests. This includes preparing purchase orders as an authorized purchase card holder.

- As an official timekeeper, track daily time and attendance; oversee requests for leave, compensatory time, and overtime; initiate and review timekeeping reports and resolve discrepancies; and advise management on the development or implementation of procedures governing leave and other time-related requests/usage.

- Oversee TCD resources including workspaces, computers, telephones, and supplies; this includes tracking and estimating office needs, coordinating resources across functional areas, and scheduling meeting rooms and communications equipment.

- Advise Division management and carry out tasks related to meeting Agency training, reporting, FOIA, and other requirements; this involves maintaining accurate recordkeeping, developing records and filing protocols for easy access and review, and managing Division correspondence and outreach procedures.

#### **Line Functions:**

- Serve as work assignment manager (WAM), Contracting Officer's Representative (COR), and/or grants project officer to manage Division contract work assignments and grants; evaluate and recommend contracting options; and develop processes to ensure grants are awarded, spent, and closed out in accordance with Agency policies and procedures.

- Facilitate agendas, off-site facilities, logistics, and other elements required for Division staff meetings and conferences.

- Manage the annual ACS system by which regional EPA offices submit their mobile source goals and commitments to TCD.

- Serve as Quality Assurance coordinator for the Division.

#### **KNOWLEDGE REQUIRED BY THE POSITION- FACTOR LEVEL 1-8 (1550 PTS)**

Mastery of the application of a range of theories and methods to improve the efficiency of the organization; this includes expert application of office automated tools such as word processing, spreadsheets, graphics, telephones, video-teleconferencing, and email.

Comprehensive knowledge of federal regulations and Agency policies related to timekeeping, contracting, release of information, grants, and other administrative functions.

Comprehensive knowledge of grammar, spelling, punctuation, and correspondence rules and formats.

Strong organizational, teamwork, and planning skills.

Knowledge of budgetary elements and practices, with strong focus on detail.

#### **SUPERVISORY CONTROLS-FACTOR LEVEL 2-4 (450 PTS)**

The Specialist's supervisor sets overall objectives for the work in light of Division resources, goals, and priorities, while the two coordinate to develop specific assignments and deadlines. The Specialist develops work methods and executes work independently within these parameters, and handles problems or unusual situations either in accordance with established instructions and policies or, when needed, by developing or recommending new approaches.

#### **GUIDELINES- FACTOR LEVEL 3-4 (450 PTS)**

Guidelines consist of federal regulations and Agency policies that require extensive consideration and/or adaptation in order to apply them to Division-specific work and problems. Administrative policies exist to provide a basic outline of the results desired but often lack detail as to specific methods and means.

#### **COMPLEXITY-FACTOR LEVEL 4-5 (325 PTS)**

Work includes various duties involving different and unrelated projects and theories. The Specialist develops and implements customized processes related to budgets, correspondence, personnel actions, and other administrative functions in response to changing programmatic goals and work.

#### **SCOPE & EFFECT- FACTOR LEVEL 5-4 (225 PTS)**

The Specialist performs work to improve the efficiency and productivity of the Division's administrative support activities, evaluating and making recommendations to management on existing practices and problems and developing detailed procedures to supplement established guidance. The Specialist's handling of external correspondence and request for information influence the Division's position with stakeholders and other offices. Contract and budgetary work result in cost savings, increased delivery of program benefits, and improved service to the organization.

#### **PERSONAL CONTACTS & PURPOSE OF CONTACTS-FACTOR LEVEL 3c (180 PTS)**

Contacts include persons both in and outside of the EPA and may include managers, directors, employees, consultants, and contractors in a moderately unstructured setting. Contacts are also made with business executives, other government agency officials, and stakeholders. The overall purpose of the internal contacts is to influence officials to accept and implement findings and recommendations on organizational improvement or program effectiveness, while the purpose of the external contacts is primarily to coordinate work, respond to requests for information, and further Division programmatic goals.

#### **PHYSICAL DEMANDS- FACTOR LEVEL 8-1 (5 PTS)**

Work is primarily sedentary; some walking, standing, bending, and lifting may be required.

#### **WORK ENVIRONMENT-FACTOR LEVEL 9-1 (5 PTS)**

Work is performed in an adequately lighted and climate-controlled office environment that presents minimal risk or discomfort; Occasional visits to a laboratory or off-site meeting location may be required; standard security precautions are observed while traveling to and being at those places.



# Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

## Employee Information

Name Yvonne Christopher

Position Number LA 00057

Title Administrative Specialist

Series/Grade GS-0301-13

Organization EPA/OAR/OTAQ/TCD/IO

## Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of time.
- ☒ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature]

Date 8-14-14

Personnel Specialist's Signature [Signature]

Date 7/18/14

## Part 1. Contracts Management Duties

### Pre-award:

- ☒ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

### Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☒ Closes out payments
- ☒ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

## Percentage of Time Spent on Contracts Management:

15 %

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management:

5

%

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☒ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Time Spent on Interagency Agreements Management:

5

%

**Position Classification  
Evaluation Statement  
Request No.: AA-14-372**

**1. INTRODUCTION:**

- A. Position Location:** OAR; OTAQ; TATD; IO
- B. Action Requested:** Recruitment
- C. Proposed Classification:** Administrative Specialist GS-301-13

**II. REFERENCES:** (a) OPM PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

**III. SERIES DETERMINATION:** The work of this position involves analytical work of a general administrative nature, with no specific subject-matter occupational series being appropriate. Therefore, it is allocated to the GS-301 series.

**IV. TITLE DETERMINATION:** Administrative Specialist is the constructed title desired by the submitting office and is in common use throughout the agency.

**V. GRADE DETERMINATION:**

FACTORS	FLDS/PTS	COMMENTS
<b>1. Knowledge Required</b>	1-8 1550 Pts	<p>The position meets level 1-8. The work requires expert knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs to the Division. This knowledge and skill is used to effectively operate and manage key functional areas such as contracts, grants, IAGs, budgets, time and attendance, HR administration, Purchase Card operations, records management, and administrative management; and to develop and carry out assessments to evaluate current programs or work processes and to recommend improvements, when necessary. In-depth knowledge of laws, regulations, policies, and precedents pertaining to personnel, operations, budgets, and/or equipment to prepare protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources. Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies; and to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions. Written and verbal communication skills are required to provide reports, analysis, briefings, and presentations. This is the highest level in the standard.</p> <p>The position exceeds level 1-7, at which the work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments.</p>
<b>2. Supervisory Controls</b>	2-4 450 Pts	<p>The position receives general supervision typical of level 2-4. Supervisor assigns work in terms of overall objectives and resources available. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. Employee independently plans, organizes and performs</p>



		<p>the work; determines the approach and makes modifications as needed. Work is reviewed for feasibility and effectiveness in meeting the assignment requirements.</p> <p>The supervisory controls fail to reach level 2-5, which is a level of extraordinary independence.</p>
<b>3. Guidelines</b>	3-4 450 Pts	<p>The position meets level 3-4 at which guidelines at which guidelines consist of administrative policies/precedents which are available but are often inadequate in dealing with the more complex or unusual problems (e.g., the FAR, agency contracting guides, various EPA manuals, travel regulations, etc.). The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional techniques and practices in developing solutions to problems where precedents are not applicable.</p> <p>The position does not reach level 3-5, at which guidelines consist of basic administrative policy statements, references to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management.</p>
<b>4. Complexity</b>	4-5 325 Pts	<p>The position meets level 4-5 at which the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs; assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program.</p> <p>The position fails to reach level 4-6, at which the employee plans, organizes, and carries through to completion analytical studies involving the substance of key agency programs; typically serves as the team leader responsible for assigning segments of studies to various participants, coordinating efforts of the group and consolidating findings into a completed product; there is extreme difficulty in identifying the nature of the issues or problems to be studies and in planning, organizing, and determining the scope and depth of the study. Work typically involves efforts to develop and implement programs based upon new or revised legislation requiring consideration of the immediate sequential, and long-range effects.</p>
<b>5. Scope &amp; Effect</b>	5-4 225 Pts	<p>The position meets level 5-4 at which the purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations; establish criteria to measure and/or predict attainment of program goals and objectives and developing related administrative regulations.</p> <p>The position does not reach level 5-5, at which the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs.</p>
<b>6. Personal Contacts</b>	6-3 see #7	<p>Personal contacts meet level 6-3 and include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.</p> <p>Contacts to not meet level 6-4, which include high-ranking officials of other agencies, top congressional staff, state executives or legislative leaders, etc.</p>
<b>7. Purpose of Contacts</b>	7-c 180 Pts	<p>Purpose of contacts meets level 7-c, at which the purpose is to influence managers or other officials to accept and implement findings and</p>

		recommendations on organizational improvement or program effectiveness.  Purpose of contacts does not meet level 7-d, at which the purpose is to justify, settle matters involving significant or controversial issues such as recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope or organizations.
<b>8. Physical Demands</b>	8-1      5 Pts	Work is sedentary.
<b>9. Work Environment</b>	9-1      5 Pts	Work is performed in an office environment.
<b>Total Points:</b>	<b>3190</b>	<b>3155—3600 converts to GS-13</b>

#### VI. SUMMARY:

- A. FINAL TITLE, SERIES, GRADE:** Administrative Specialist, GS-301-13
- B. FLSA DETERMINATION:**
- C. FUNCTION CODE:**
- D. DRUG TESTING REQUIREMENTS:**
- E. FINANCIAL DISCLOSURE REQUIRED:**

#### VII. SIGNATURE AND DATE

**Moore, BarbaraM**

Digitally signed by Moore, BarbaraM  
 DN: cn=Moore, BarbaraM,  
 email=Moore.BarbaraM@epa.gov  
 Date: 2014.07.08 11:17:42 -07'00'

**Barbara M. Moore**  
**Contract Classification Specialist**  
**FPMI Solutions, Inc.**

**7/8/14**  
**Date**

10-17-14  
was entered  
e-OPF